

## CITY OF NEW ORLEANS

### Frequently Asked Questions

- 1. What is a DBA (Doing Business As)?** A DBA is filed with the parish Land Record's Office and allows you to "Do Business As" the name you pick for your business. This register the name only, it is not a business license.
- 2. What is an occupational license (business license)?** This license is needed anytime you exchange goods or services for a fee. It's your to do business and you will be issued a City of New Orleans account number.
- 3. How do I file a trade name/trade mark/Limited Liability Company (LLC)/Corporation (Inc.) with the State?** File appropriate form(s) with the Secretary of State located at Twelve United Plaza, 8585 Archives Ave., Baton Rouge, LA 70809. Phone (225) 925-4704, Fax: (225) 925-4726, [www.sos.louisiana.gov](http://www.sos.louisiana.gov). Office hours are Monday thru Friday, 8am-4:30 p.m. (fees may vary)
- 4. How do I get a state tax I.D. number?** File appropriate form(s) with the Louisiana Department of Revenue, 1450 Poydras Street Suite 800, New Orleans, LA 70112, (855) 307-3893, [www.rev.state.la.us](http://www.rev.state.la.us). Office hours are Monday thru Friday, 8am-4:30pm.
- 5. How do I get a federal tax I.D. number (EIN)?** File appropriate form(s) with the Internal Revenue Service, 1555 Poydras Street, New Orleans, LA 70112, (504) 558-3344/ (800) 829-4933, [www.irs.gov](http://www.irs.gov). Office hours are Monday thru Friday, 8:30am-4:30pm (no fee)
- 6. How do I apply for an occupational license?** File master application with the One Stop Shop, 1300 Perdido Street, 7<sup>th</sup> Floor, New Orleans, LA 70112, (504) 658-7100 or (504) 658-7125, [www.nola.gov/onestop/](http://www.nola.gov/onestop/). Office hours are Monday thru Thursday 8am-5pm / Friday 8am-3:30pm. (fees may vary)
- 7. How long is the process for an occupational license?**  
This process can take up to 10 business days.
- 8. How do I get a building permit to perform work on my business site?** Building permits may be obtained with the One Stop Shop, 1300 Perdido Street, 7<sup>th</sup> Floor, New Orleans, LA 70112, (504) 658-7100 or (504) 658-7130, [www.nola.gov/onestop/](http://www.nola.gov/onestop/). Office hours are Monday thru Thursday 8am-5pm / Friday 8am-3:30pm. (fees may vary)
- 9. Do I need a tax I.D. number?** You will need an EIN if you have employees, operate your business as a LLC, corporation or a partnership, file any of these tax returns: Employment, Excise, or Alcohol, Tobacco and Firearms, you withhold taxes on income, other than wages, paid to a non-resident alien, have a Keogh plan, or involved with any of the following types of organizations; Trusts, except certain grantor-owned revocable trusts, IRAs, Exempt Organization Business Income Tax Returns, Estates, Real estate mortgage investment conduits, Non-profit organizations, Farmers' cooperatives or Plan administrators
- 10. Do I need an occupational license?** Anytime you exchange goods or services for a fee, you need an occupational license.
- 11. How do I get a street vendor's license/permit?** Street vendor's licenses/permits may be obtained from the One Stop Shop, 1300 Perdido Street, 7<sup>th</sup> Floor, New Orleans, LA 70112, (504) 658-7100, [www.nola.gov/onestop/](http://www.nola.gov/onestop/). Office hours are Monday thru Thursday 8am-5pm / Friday 8am-3:30pm. (fees may vary)

12. **How do I get special events licenses/permits?** File master application with the One Stop Shop, 1300 Perdido Street, 7<sup>th</sup> Floor, New Orleans, LA 70112, (504) 658-7100 or (504) 658-7125, [www.nola.gov/onestop/](http://www.nola.gov/onestop/). Office hours are Monday thru Thursday 8am-5pm / Friday 8am-3:30pm. (fees may vary)
13. **Where do I apply for a health permit?** A health permit may be obtained from the Louisiana Department of Health (Sanitarian Service), 1450 Poydras Street, Suite 1204, New Orleans, LA 70112 (504) 568-7970, [www.dhh.louisiana.gov](http://www.dhh.louisiana.gov). Office hours are Monday thru Friday, 8am-4:30pm. (fees may vary)
14. **What do I need to do if my business will sell alcoholic beverages?** A business selling alcoholic beverages would need to contact the City of New Orleans Alcoholic Beverage Unit, 1300 Perdido St., Room 1W15, New Orleans, LA 70112, (504) 658-1600, (504) 658-1674 or [www.revenue@nola.gov](mailto:www.revenue@nola.gov). Office hours are Monday thru Friday, 8am-5pm (fees may vary) **Louisiana State Health Department**, 1450 Poydras St. Suite 1204, New Orleans, LA 70112, (504) 568-7970 **Louisiana Department of Revenue and Taxation**, 1450 Poydras St. Suite 800, New Orleans, LA 70112, (504) 568-5228, (504) 568-5233 **Louisiana State Department of Alcohol Tobacco Control** (New Orleans Office), 1450 Poydras St Suite 850., New Orleans, LA 70112, (504) 568-7028  
Departments that may need to be contacted: **City of New Orleans Safety & Permits Department**, 1300 Perdido St., 7th Room 7E04, New Orleans, LA 70112, (504) 658-7125 or (504) 658-7100 **Louisiana State Department of Alcohol Tobacco Control**, 8549 United Plaza Blvd., #220, Baton Rouge, LA 70809, (225) 925-4041
15. **Are there Grants available for business startups or expanding?** The government does NOT provide grants for starting and expanding a business.

Government grants are funded by tax dollars and therefore require very stringent compliance and reporting measures to ensure the money is well spent. As can imagine, grants are not given away indiscriminately.

Some business grants are available through state and local programs, non-profit organizations and other groups. For example, some states provide grants for expanding child care centers; creating energy efficient technology; and developing marketing campaigns for tourism. These grants are not necessarily free money, and usually require the recipient to match funds or combine the grant with other forms of financing such as a loan. The amount of the grant money available varies with each business and each grantor.

If you are not one of these specialized businesses, both federal and state government agencies provide financial assistance programs that help small business owners obtain low-interest loans and venture capital financing from commercial lenders.

